



# FOOD SAFETY CHECKLIST

**This checklist is not meant to take the place of the Louisiana State Sanitary Code, Part XXIII, Retail Food Establishments. It serves as a brief review of the more common items generally associated with most food service establishments.**

- FOOD SAFETY CHECKLIST**
- 1** All food items were purchased from approved sources and have approved labels. Consumable products should not be purchased from sources without a permit from the Louisiana Department of Health or other regulated facilities
  - 2** All fluid milk products are pasteurized.
  - 3** Fresh and frozen shucked shellfish are packed in nonreturnable packages identified with the name and address of the original shell-stock processor, shucker-packer or repacker.
    - a. The interstate certification number issued is in accordance with Part IX of the Louisiana Administrative Code Title 51.
    - b. Each sack/container of unshelled shell-stock has an identification tag attached, which must be kept on file for 90 days from the date the container is emptied. It is recommended to mark the date the container is emptied on the tag to make any trace back for food borne illness investigations easier.
  - 4** If this establishment doesn't sell or serve raw oysters, move to the next question
    - a. Establishments that sell or serve oysters must display signs, menu notices, table tents or other clearly visible messages at all points of sale with the exact wording in the following notice. This notice must also be displayed on the top of containers of pre-packed raw oysters and on each tag attached to each sack of unshucked oysters.  
  
***There may be a risk associated with consuming raw shellfish as is the case with other raw protein products. If you suffer from chronic illness of the liver, stomach or blood or have other immune disorders, you should eat these products fully cooked.***
  - 5** Anyone who may be in charge is aware he/she must contact LDH in the event of a fire, flood, power outage, or similar event that might result in the contamination of food, or that might prevent potentially hazardous food from being held at required temperatures. These people also have the contact information of the appropriate LDH representative.
  - 6** Once a bulk food package is opened, or the food is taken out of its original container, it is stored in an insect/rodent proof container with a lid.

- 7** The bulk containers that store food are labeled with the common name of the product. A scoop with a handle above the top of the product is provided.
- 8** All food, food contact equipment and utensils, and disposable food contact items are stored at least six (6) inches off the floor. Keep single service items in the original sleeve until use.
- 9** Cooler and freezer facilities maintain proper temperatures for potentially hazardous food: 41°F or colder in the refrigerator and maintained frozen in freezer storage at a temperature of 0°F or below.
- 10** A numerically scaled thermometer (accurate to a plus or minus 3°F) is provided in each cooler or freezer that stores a perishable item.
- 11** Hot food storage is adequate so as to maintain hot foods at the required 135°F or higher.
- 12** A product thermometer is present to monitor the temperature of hot food. *It is also highly recommended that a temperature log be maintained for both hot and cold foods to help ensure the foods have not been exposed to the temperature danger zone, which is between 41°F and 135°F.*
- 13** Food is prepared with the least amount of hand contact possible. There is to be no bare hand contact with ready to eat foods. Ready to eat foods are foods served without further cooking.
- 14** Cutting boards, prep tables, and any other food contact surfaces are thoroughly cleaned and sanitized before and after each type of food preparation
- 15** Ground meat and other comminuted meats are cooked to an internal temperature of at least 155°F for 15 seconds.
- 16** Poultry and stuffed meats are cooked to an internal temperature of at least 165°F for 15 seconds.
- 17** All other foods are cooked to an internal temperature of at least 145°F for 15 seconds.
- 18** When reheating a food item, it reaches an internal temperature of at least 165°F for 15 seconds. The process of reheating may not be done in a slow cooker or a steam table.
- 19** Ice scoops have a handle and are not constructed of an easily broken material, such as glass or thin plastic. *Scoops may be left in the ice with the handle exposed or placed in or on a clean dry surface protected from contamination*

- 20 Buffet lines are adequately supplied with enough clean tableware so that the customer may obtain clean tableware for each trip back to the buffet.
- 21 A sign is placed at the buffet prohibiting the reuse of soiled tableware. A sign is posted at the buffet recommending customers wash their hands prior to serving themselves.
- 22 All food products on a buffet/salad bar are adequately protected by a sneeze guard.
- 23 Outer clothing of employees is clean.
- 24 Employees wear proper hair restraints.
- 25 Employees drink from containers with a tight fitting lid and a straw away from the food handling area.
- 26 Food contact surfaces are easily cleanable, smooth, and free of breaks, open seams, cracks, chips, pits and similar imperfections
- 27 Surfaces are free of difficult-to-clean internal corners and crevices.
- 28 Hood, attachments, and filters are kept clean.
- 29 Any food service equipment, including ice machines, are not to be located under exposed sewer or waste lines.
- 30 A three compartment sink is available for the purpose of manually cleaning of utensils and equipment. Each compartment must be supplied with hot and cold water through a mixer faucet and be large enough to submerge the largest piece of equipment to be sanitized in the sink.
- 31 The wash-rinse-sanitize method for cleaning is used. A three compartment sink is required even if a mechanical dish machine is provided.
- 32 All food service equipment and surfaces are to be cleaned using the wash-rinse-sanitize method. Approved cleaning and sanitizing agents are required.
- 33 Sanitizer test strips to measure the potency of chemical sanitizer solution are required. Temperature measuring devices that measure surface temperatures are required.

- 34** Wiping cloths are to be stored in a sanitizing solution between uses. The container of solution must be stored so that contamination of food products will not occur.
- 35** Clean utensils are stored or displayed "handles up".
- 36** Self-service straws are pre-wrapped or dispensed from a commercial dispenser.
- 37** Clean utensils and equipment are air dried before storing.
- 38** Equipment is stored inverted (upside down) where ever possible.
- 39** Food equipment, utensils, single service articles and food are not stored in toilet rooms or vestibules.
- 40** A hose is not attached to a faucet unless a backflow prevention device is installed.
- 41** A grease trap is required in waste lines leading from sinks, drains and other fixtures or equipment where grease may be introduced in the drainage or sewage system in quantities that may affect line stoppage or hinder sewage treatment. Contact your local Chief Building Official for sizing requirements.
- 42** Grease traps shall be located where easy to access for service and cleaning.
- 43** Hand sinks are in the kitchen, behind a bar and in other locations such as a separate food preparation area or ware washing area.
- 44** All hand sinks are supplied with soap and approved towels or blowers at all times.
- 45** Hot and cold water is provided through a mixer faucet at all hand sinks.
- 46** Garbage cans are durable, kept clean, in good repair and have tight fitting lids.
- 47** Outside storage of unprotected plastic or paper bags for garbage is prohibited.

- 48** Dumpsters are placed on a smooth, easily cleanable surface such as concrete or machine laid asphalt.
- 49** For new construction or change of occupancy of an existing building, hot water and a waste drain are required in the dumpster area.
- 50** All outer openings to the establishment are to be tightly sealed or screened with 16 mesh screen so as to prevent rodent and insect entry.
- 51** All floors in food preparation, food storage, and utensil washing areas, and floors in all walk-in refrigeration units, toilet rooms and vestibules are smooth and easily cleanable.
- 52** Carpeting is not in any food area, washing area, or any toilet room.
- 53** Walls and ceilings are smooth, easily cleanable and light colored.
- 54** Walls in food preparation or dishwashing areas are nonabsorbent.
- 55** Studs, joist and rafters are not exposed in walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms, and vestibules.
- 56** A mop sink is required in all establishments permitted by the Louisiana Department of Health. An establishment is not "grandfathered in" in regard to not meeting this requirement.

The mop sink is not located in the kitchen or other food prep areas unless it can be so placed that contamination from splashing is highly unlikely. The mop sink may be placed in the toilet room along with the hand sink, or it can be conveniently located outside of the building as long as the use of the sink is not inhibited by distance, steps or any other deterrent to its proper use. If located outside, a cover must be provided. The mop sink must have hot and cold water through a mixer faucet.
- 57**
- 58** Permanent lighting of at least 20 foot candles is provided in all areas of food preparation, food service equipment and utensil washing areas.
- 59** All lights located over, by, or within food storage, preparation, service and display facilities and facilities where utensils and equipment are cleaned and stored are shielded or protected.
- 60** Toilet rooms are mechanically vented to the outside.

- 61** Employee clothing and belongings are not stored in food preparation, food storage, or food equipment area.
- 62** Only necessary toxic chemicals are kept in food establishments.
- 63** All toxic chemical containers are properly labeled at all times.
- 64** Toxic chemicals are not stored in any manner which may result in the contamination of food, food contact surfaces or equipment.
- 65** Premise of the food service establishment are free of litter and debris.
- 66** Items unnecessary to the operation are not stored inside or on the premise of the food service establishment. This includes personal items, unused equipment, etc.
- 67** Walking and driving surfaces of all exterior areas of the food service establishment are treated to facilitate maintenance and minimize dust. These surfaces are so maintained as to prevent water from pooling.
- 68** Unnecessary traffic through the food preparation and utensil washing areas is prohibited.
- 69** There is no room within the food service establishment that is used for sleeping or as living quarters.
- 70** Clean linens are stored in a clean place and protected from contamination until used.
- 71** Soiled cloths and linens are stored in a nonabsorbent container or washable laundry bag until removed for washing.
- 72** Maintenance type of equipment (brooms, mops, and similar equipment) is stored in a way that does not contaminate food, utensils, equipment or linens.
- 73** Mops and brooms are hung off the floor between uses to facilitate air drying.
- 74** Live animals, including birds and turtles are excluded from within the food establishment. This exclusion does not apply to service animals, edible fish, crustacea, and shellfish or to fish in aquariums.



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No employee or other person engages in the practice of "tattooing" within the premise of any food establishment.



CAYARDS.COM • (225) 356-3534 • 4215 CHOCTAW DRIVE, BATON ROUGE, LA